

CLASS PLAN INDEX
Status as of February 24, 2003

	<u>Page</u>
I. ELECTED JOB FAMILY	2
II. UNCLASSIFIED JOB FAMILY	3
A. Commission and Board Group	5
B. Executive Group	6
C. Mayoral Group	7
D. Legal Group	8
E. Legislative Group	9
F. Auditing Group	10
G. General Unclassified Group	11
III. EXECUTIVE JOB FAMILY	12
IV. ADMINISTRATIVE JOB FAMILY	14
A. Human Resources and Labor Relations Group	16
B. Accounting and Finance Group	17
C. Research and Development Group	18
D. Public Relations and Mass Communications Group	19
E. General Administrative Group	20
V. OFFICE AND ADMINISTRATIVE SUPPORT JOB FAMILY	21
A. Secretarial and General Office Group	23
B. Office Machine Group	25
C. Communications Group	26
D. Material Storing and Distributing Group	27
VI. APPLIED SCIENCES JOB FAMILY	28
A. Information Technology Group	30
B. Engineering and Drafting Group	31
C. Horticulture and Landscape Group	32
D. Laboratory and Research Group	33
VII. HEALTH AND SOCIAL SERVICES JOB FAMILY	34
A. Health Auxiliary Group	36
B. Health Practitioner Group	37
C. Environmental Health Group	38
D. Recreation Group	39
E. Social Work Group	40
F. General Health and Social Services Group	41
VIII. PROTECTIVE SERVICES JOB FAMILY	42
A. Crime Analysis Group	44
B. Fire Group	45
C. Inspections Group	46
D. Police and Security Group	47
IX. CRAFTS AND TRADES JOB FAMILY	48
A. Building Trades Group	50
B. Electronics Group	51
C. General Trades Group	52
X. LABOR AND MAINTENANCE JOB FAMILY	53
A. Automotive Maintenance Group	56
B. Electricity Distribution Group	57
C. Plant Maintenance Group	58
D. Plant Operations Group	59
E. Traffic Maintenance and Sign Painter Group	60
F. Utility Consumer Services Group	61
G. Meter Repair/Installation Group	62
H. Outdoor Maintenance Group	63
I. Building Maintenance Group	64
J. Refuse Collection and Disposal Group	65
K. Groundskeeping Group	66
L. General Labor and Maintenance Group	67

I. ELECTED JOB FAMILY

Classifications in this job family are established for individuals who hold an elected office in the City of Columbus.

0044 City Attorney (E)

0043 City Auditor (E)

0400 City Councilman (E)

0405 City Council President (E)

0045 Mayor (E)

II. UNCLASSIFIED JOB FAMILY

Classifications in this job family are used for unclassified appointments.

- A. Commission Board Group
- B. Executive Group
- C. Mayoral Group
- D. Legal Group
- E. Legislative Group
- F. Auditing Group
- G. General Unclassified Group

II. UNCLASSIFIED JOB FAMILY

A. COMMISSION AND BOARD GROUP

This group includes classifications for members of City Commissions and Boards. It does not include support staff classifications for those entities.

B. EXECUTIVE GROUP

This group includes classifications, which are responsible for the administration of a department or City office, as identified by City Charter.

C. MAYORAL GROUP

This group includes classifications established pursuant to the City Charter referring to the executive and administrative assistants to the Mayor.

D. LEGAL GROUP

This group includes classifications established pursuant to the City Charter referring to the legal assistants to the City Attorney.

E. LEGISLATIVE GROUP

This group includes classifications established pursuant to the City Charter referring to the legislative assistants to the City Council Members.

F. AUDITING GROUP

This group includes classifications established pursuant to the City Charter referring to the assistants to the City Auditor.

G. GENERAL UNCLASSIFIED GROUP

This group includes classifications established by City Charter as secretaries, assistants or clerks to directors, elected officials, commissions and boards.

II. UNCLASSIFIED JOB FAMILY

A. COMMISSION AND BOARD GROUP

This group includes classifications for members of City Commissions and Boards. It does not include support staff classifications for those entities.

- 0026 Citizen Member, Chairman, Board of License Appeals (U)
- 0018 Citizen Member, Board of Examiners, Motion Picture Projectionists (U)
- 0022 Citizen Member, Board of Examiners of Electrical Contractors (U)
- 0028 Citizen Member, Board of Examiners of Home Improvement Contractors (U)
- 0021 Citizen Member, Board of Examiners of Plumbers (U)
- 0020 Citizen Member, Board of Examiners for Registered Sign Erectors and Licensed Sign Erectors (U)
- 0025 Citizen Member, Board of License Appeals (U)
- 0023 Citizen Member, Board of Refrigeration Examiners (U)
- 0019 Citizen Member, Board of Zoning Adjustment (U)
- 0024 Citizen Member, Boxing and Wrestling Commission (U)
- 0015 Citizen Member, Building Commission (U)
- 0016 Citizen Member, Development Commission (U)
- 0027 Citizen Member, Examining Board of Warm Air Heating Contractors (U)
- 0029 Citizen Member, Examining Board of Steam and Hot Water Contractors (U)
- 0030 Citizen Member, Graphics Commission (U)
- 0032 Citizen Member, Housing Appeals Board (U)
- 0011 Civil Service Commission Member (U)
- 0012 Civil Service Commission President (U)
- Unpaid Citizen Board Member (U)

II. UNCLASSIFIED JOB FAMILY

B. EXECUTIVE GROUP

This group includes all classifications, which are responsible for the administration of a department or City office, as identified by City Charter.

0100 Technology Director/CTO (U)

0150 City Clerk (U)

0125 City Health Commissioner (U)

0157 City Treasurer (U)

0010 Civil Service Commission Executive Director (Secretary) (U)

0038 Community Relations Commission Executive Director (U)

0052 Department Assistant Director (U)

0051 Department Deputy Director (U)

0057 Deputy City Attorney (U)

0163 Deputy City Auditor (U)

0158 Deputy City Treasurer (U)

0122 Deputy Director (Chief Negotiator) (U)

0077 Deputy Public Service Director (Operations) (U)

0061 Development Director (U)

0035 Equal Business Opportunity Commission Executive Director (U) (Secretary)

0066 Finance Director (U)

0130 Human Resources Director (U)

0072 Public Safety Director (U)

0076 Public Service Director (U)

0088 Public Utilities Director (U)

0080 Recreation and Parks Director (U)

II. UNCLASSIFIED JOB FAMILY

C. MAYORAL GROUP

This group includes all classifications established pursuant to the City Charter referring to the executive and administrative assistants to the Mayor.

0110 Executive Assistant to the Mayor (U)

0063 Senior Executive Assistant (U)

0108 Executive Assistant II (U)

0106 Executive Assistant I (U)

II. UNCLASSIFIED JOB FAMILY

D. LEGAL GROUP

This group includes all classifications established pursuant to the City Charter referring to the legal assistants to the City Attorney.

1980	Attorney (U)
1979	Senior Attorney (U)
1977	Managing Attorney (U)
1978	Principal Attorney (U)
0787	Executive Assistant to the City Attorney (U)
1993	Legal Administrative Assistant (U)
1999	Legal Administrative Coordinator (U)
1991	Legal Advocate (U)
1998	Legal Investigator/Paralegal (U)
1997	Real Estate Specialist (U)
1990	Legal Intake Counselor (U)
0517	Legal Secretary (U)
1989	Law Clerk (U)
1988	Law Student Intern (U)

II. UNCLASSIFIED JOB FAMILY

E. LEGISLATIVE GROUP

This group includes all classifications established pursuant to the City Charter referring to the legislative assistants to the City Council Members.

0834 Executive Assistant to the City Council President (U)

0839 Senior Legislative Analyst (U)

0836 Legislative Analyst (U)

0501 Legislative Assistant (U)

II. UNCLASSIFIED JOB FAMILY

F. AUDITING GROUP

This group includes all classifications established pursuant to the City Charter referring to the assistants to the City Auditor.

0654 Assistant Auditor I (U)

0655 Assistant Auditor II (U)

0656 Assistant Auditor III (U)

0657 Assistant Auditor IV (U)

II. UNCLASSIFIED JOB FAMILY

G. GENERAL UNCLASSIFIED GROUP

This group includes all classifications established by City Charter as secretaries, assistants or clerks to directors, elected officials, commissions and boards.

0820 Administrative Secretary(U)

0821 Administrative Secretary II (U)

0497 Commission Secretary (U)

0822 Executive Secretary I (U)

0823 Executive Secretary II (U)

III. EXECUTIVE JOB FAMILY

Classifications in this job family have direct responsibility for the formulation of policy and administration of a department or division.

NOTE: This includes classifications at and above the level of Division Assistant Administrator

0167	Building Services Division Administrator
0216	Civil Service Commission Deputy Executive Director
0267	Communications Division Assistant Administrator
0266	Communications Division Administrator
0169	Economic Development Division Administrator
0161	Electricity Division Assistant Administrator
0160	Electricity Division Administrator
0069	Executive Assistant to the Director
0295	Facilities Management Division Administrator
0142	Financial Management Administrator
3085	Fire Deputy Chief
3086	Fire Assistant Chief (see Protective Services – Fire Group)
3089	Fire Chief
0272	Fleet Management Division Administrator
0300	Golf Courses Division Administrator
0171	Housing Division Administrator
0225	Income Tax Assistant Administrator
0224	Income Tax Division Administrator
0248	Information Services Division Administrator
0247	Information Services Division Assistant Administrator
0174	Neighborhood Services Division Administrator
0239	Parking Violations Bureau Assistant Administrator
0240	Parking Violations Bureau Administrator (Violations Clerk)
0178	Planning Division Administrator
3062	Police Deputy Chief (see Protective Services – Police Group)
3061	Police Chief
0070	Project Manager
0071	Senior Project Manager
0262	Public Health Administrator (Maternal and Child Health)

III. EXECUTIVE JOB FAMILY (continued)

0263	Public Health Administrator (Planning and Preparedness)
1653	Public Health Administrator (Community Health)
0255	Public Health Administrator (Infectious Diseases)
0261	Public Health Assistant Administrator (Environmental Health)
0257	Public Health Assistant Commissioner (Administrative Services)
0258	Public Health Administrator (Environmental Health)
0256	Public Health Assistant Commissioner (Clinical)
0078	Public Service Assistant Director (Engineering)
0090	Public Utilities Deputy Director (Administration)
0091	Public Utilities Deputy Director (Engineering)
0085	Recreation and Parks Assistant Director
0222	Refuse Collection Division Assistant Administrator
0221	Refuse Collection Division Administrator
0166	Sewerage and Drainage Division Assistant Administrator
0165	Sewerage and Drainage Division Administrator
0245	Telecommunications Division Assistant Administrator
0244	Telecommunications Division Administrator
0203	Transportation Division Assistant Administrator
0202	Transportation Division Administrator
0147	Water Division Assistant Administrator
0146	Water Division Administrator

IV. ADMINISTRATIVE JOB FAMILY

Classifications in this job family involve specialized professional, administrative functions, which are used by many departments.

- A. Human Resources and Labor Relations Group
- B. Accounting and Finance Group
- C. Research and Development Group
- D. Public Relations and Mass Communications Group
- E. General Administrative Group

IV. ADMINISTRATIVE JOB FAMILY

A. HUMAN RESOURCES AND LABOR RELATIONS GROUP

This group includes classifications responsible for organizing, directing or coordinating the human resources, training, benefits, safety or labor relations activities for an organization.

B. ACCOUNTING AND FINANCE GROUP

This group includes classifications responsible for analyzing and preparing the budgeting, financial auditing and purchasing activities for an organization.

C. RESEARCH AND DEVELOPMENT GROUP

This group includes classifications responsible for researching and generating data and ideas for use in the development and forecasting of new or existing programs, policies and guidelines.

D. PUBLIC RELATIONS AND MASS COMMUNICATIONS GROUP

This group includes all classifications responsible for the design or development, organization and promotion of ideas, facts, or images for print, publication or the press.

E. GENERAL ADMINISTRATIVE GROUP

This group includes classifications, not grouped elsewhere, responsible for administrative functions.

IV. ADMINISTRATIVE JOB FAMILY

A. HUMAN RESOURCES AND LABOR RELATIONS GROUP

This group includes classifications responsible for organizing, directing or coordinating the human resources, training, benefits, safety or labor relations activities for an organization.

0885	Compensation Manager
0824	Employee Benefits Analyst I
0825	Employee Benefits Analyst II
0276	Employee Benefits and Risk Manager
0868	Employee Programs Coordinator
0800	Equal Opportunity Officer
0799	Equal Opportunity Specialist
0347	Equal Employment Opportunity Manager
0854	Human Resources Representative
0855	Human Resource Generalist
0894	Human Resources Program Manager
0893	Department Human Resources Officer
0218	Labor Relations Specialist
0219	Labor Relations Manager
0282	Occupational Safety Manager
0900	Personnel Analyst I
0901	Personnel Analyst II
0903	Personnel Analyst Supervisor <u>OR</u> 0898 Personnel Administrative Officer
0918	Personnel Psychologist
1716	Safety Program Technician
1718	Safety Program Manager
1720	Safety Programs Assistant Coordinator
1721	Safety Programs Coordinator
0881	Training Manager

IV. ADMINISTRATIVE JOB FAMILY

B. ACCOUNTING AND FINANCE GROUP

This group includes classifications responsible for analyzing and preparing the budgeting, financial auditing and purchasing activities for an organization.

1234	Accountant I
1235	Accountant II
1236	Accountant III
0227	Accountant IV (Auditor)
0779	Management Analyst I
0780	Management Analyst II
0857	Budget Management Specialist
0856	Budget Management Officer
1252	Business Manager
0755	Debt Management Coordinator
0806	Equal Business Opportunity Specialist I
0805	Equal Business Opportunity Specialist II
1253	Fiscal Manager
0752	Grants Management Coordinator
0660	Income Tax Auditor
0661	Income Tax Auditor Supervisor
0662	Income Tax Auditor Specialist
1255	Information Technology Business Officer
0767	Prevailing Wage Coordinator
0783	Purchasing Expeditor
0789	Procurement Specialist OR 0784 Purchasing Coordinator
0775	Senior Procurement Specialist
0776	Procurement Manager
0777	Procurement Administrative Officer

IV. ADMINISTRATIVE JOB FAMILY

C. RESEARCH AND DEVELOPMENT GROUP

This group includes classifications responsible for researching and generating data and ideas for use in the development and forecasting of programs, policies and guidelines.

2016	Building Services Specialist
2000	Business Development Specialist
0798	Community Relations Representative
0796	Community Relations Coordinator
2017	Economic Development Program Supervisor
0328	Development Administrative Coordinator
2084	Development Land Use Specialist
0350	Development Program Manager
2015	Development Program Coordinator
2028	Development Research Coordinator
2027	Development Project Coordinator (Urban Renewal)
2002	Downtown Development Office Administrator
0756	Energy Programs Coordinator
0751	Keep Columbus Beautiful Manager
2003	Land Management Office Administrator
2010	Planner I
2011	Planner II
2012	Development Planning Manager <u>OR</u> 0762 Historic Preservation Officer
2081	Research Analyst
2083	Research Analyst Specialist
0769	Wastewater Soil Applications Coordinator

IV. ADMINISTRATIVE JOB FAMILY

D. PUBLIC RELATIONS AND MASS COMMUNICATIONS GROUP

This group includes all classifications responsible for the design, development, and/or promoting of ideas, facts, or images for print, publication, or press.

2030 Development Project Assistant (Audio/Visual Communications)

2029 Graphics Designer

0786 Recreation and Parks Marketing/Fundraiser Coordinator

3104 Public Information Assistant

3105 Public Information Officer

IV. ADMINISTRATIVE JOB FAMILY

E. GENERAL ADMINISTRATIVE GROUP

This group includes classifications, not grouped elsewhere, responsible for administrative functions.

0151 Deputy City Clerk

3498 Facilities Projects Manager

0852 Medical Records Manager

1157 Wastewater Treatment Residuals Manager

V. OFFICE AND ADMINISTRATIVE SUPPORT JOB FAMILY

Classifications in this job family perform office and plant clerical tasks such as typing, filing, computer operating, records keeping, mail distributing, and responding to inquiries.

- A. Secretarial and General Office Group
- B. Office Machine Group
- C. Communications Group
- D. Material Storing and Distributing Group

V. OFFICE AND ADMINISTRATIVE SUPPORT JOB FAMILY

A. SECRETARIAL AND GENERAL OFFICE GROUP

This group includes classifications responsible for secretarial, administrative and general office support duties, including customer service, record keeping, filing, typing, dictation, payroll or accounting transactions.

B. OFFICE MACHINE OPERATION GROUP

This group includes classifications responsible for the operation and routine maintenance of office machines, such as billing machines, copiers, etc. NOTE: Although most office workers operate “office machines”, workers in these classes spend the majority of their time in office machine operation.

C. COMMUNICATIONS GROUP

This group includes classifications responsible for dispatching, relaying, or broadcasting information and messages via telephone, radio, television or other communications medium.

D. MATERIAL STORING AND DISTRIBUTING GROUP

This group includes classifications responsible for the receiving, storing, issuing and accounting for material in storage, in use, or in production.

V. OFFICE AND ADMINISTRATIVE SUPPORT JOB FAMILY

A. SECRETARIAL AND GENERAL OFFICE GROUP

This group includes classifications responsible for secretarial, administrative and general office support duties, including customer service, record keeping, filing, typing, dictation, payroll or accounting transactions.

1230	Account Clerk
0774	Administrative Assistant
0773	Administrative Secretary
0490	Administrative Secretary (Health)
1295	Cashier I
1296	Cashier II
0430	Clerk I
0431	Clerk II
0557	Clerk Specialist*
0771	Contract Compliance Investigator
0434	Customer Service Representative I
0435	Customer Service Representative II
0436	Customer Service Supervisor
0437	Customer Service Manager
0554	Data Entry Operator
0557	Clerk Specialist*
0535	Data Processing Operations Assistant
2007	Development Services Assistant
0910	Human Resources Assistant
0519	Legal Secretary II
0500	Legislative Clerk
1240	Office Manager
0815	Medical Services Reimbursement Specialist
1480	Nutrition Assistant
1290	Payroll Clerk I
1291	Payroll Clerk II
1266	Payroll Specialist

V. OFFICE AND ADMINISTRATIVE SUPPORT JOB FAMILY

A. SECRETARIAL AND GENERAL OFFICE GROUP (continued)

0445	Police Records Technician
0446	Police Records Technician Supervisor
0467	Receptionist-Secretary
0477	Secretary
0476	Stenographer
0781	Student Intern I
0782	Student Intern II
0788	Student Intern III
0464	Typist Clerk
0557	Clerk Specialist*
0729	Utility Consumer Transaction Coordinator
1262	Water Accounts Assistant Supervisor
0864	Water Customer Service Assistant Coordinator
0865	Customer Services Coordinator
0569	Word Processing Equipment Operator
0570	Word Processing Specialist

V. OFFICE AND ADMINISTRATIVE SUPPORT JOB FAMILY

B. OFFICE MACHINE GROUP

This group includes classifications responsible for the operation and routine maintenance of office machines, such as billing machines, copiers, etc. NOTE: Although most office workers operate “office machines”, workers in these classes spend the majority of their time in office machine operation.

0627 Print Services Technician

0629 Print Services Specialist

0631 Print Services Supervisor

0614 Micrographics Machine Operator

V. OFFICE AND ADMINISTRATIVE SUPPORT JOB FAMILY

C. COMMUNICATIONS GROUP

This group includes classifications responsible for disseminating, dispatching, relaying, or broadcasting information and messages via telephone, radio, television or other communications medium.

0859 Action Center Assistant Coordinator

0860 Action Center Coordinator

3126 Cable Broadcast Assistant

3127 Cable Broadcast Production Technician

3128 Cable Broadcast Writer/Producer

0269 Cable Broadcast Manager

0936 Mail Handler I

0937 Mail Handler II

0450 Messenger

3004 Police Communications Technician

3005 Police Communications Technician Supervisor

0813 Radio Dispatcher

V. OFFICE AND ADMINISTRATIVE SUPPORT JOB FAMILY

D. MATERIAL STORING AND DISTRIBUTING GROUP

This group includes classifications responsible for the receiving, storing, issuing and accounting for material in storage, in use, or in production.

1350 Automotive Parts Keeper

1351 Automotive Parts Keeper Supervisor

1335 Inventory Control and Property Manager

1345 Police Property Clerk

1329 Storekeeper

1330 Senior Storekeeper

VI. APPLIED SCIENCES JOB FAMILY

Classifications in this job family involve the application of scientific principles, concepts and/or procedures for the development and utilization of processes and services.

- A. Information Technology Group
- B. Drafting Group
- C. Engineering Group
- D. Horticulture and Landscape Group
- E. Laboratory and Research Group

VI. APPLIED SCIENCES JOB FAMILY

A. INFORMATION TECHNOLOGY GROUP

This group includes classifications responsible for developing, storing and retrieving data and information using computer technology.

B. ENGINEERING AND DRAFTING GROUP

This group includes classifications responsible for the preparation of accurate and complete working plans and detailed drawings for engineering purposes and/or practical application of physical laws and principles of engineering in the construction and maintenance of structures, facilities and equipment systems.

C. HORTICULTURE AND LANDSCAPE GROUP

This group includes classifications responsible for propagating and landscaping flowers, flowering plants, shrubs and trees.

D. LABORATORY AND RESEARCH GROUP

This group includes classifications responsible for conducting bacteriological and chemical tests/analyses for use in quality control, communicable disease detection, environmental sanitation, and crime detection.

VI. APPLIED SCIENCES JOB FAMILY

A. INFORMATION TECHNOLOGY GROUP

This group includes classifications responsible for developing, storing and retrieving data and information using computer technology.

0579	Analyst Programmer I
0580	Programmer Analyst
0581	Senior Programmer Analyst
0582	Information Systems Supervisor
0588	Applications Manager
0538	Computer Operator I
0539	Computer Operator II
0541	Computer Operations Supervisor
0572	Database Administrator
0549	GIS Analyst
0242	Citywide GIS Manager
0243	GIS Manager
0544	Help Desk Representative
0546	Information Systems Technician
0548	Information Systems Analyst
0869	Information Systems Manager
0603	Information Technology Manager
0599	Information Technology Security Officer
0542	IT Operations Manager
0264	Network Manager
0585	Software Engineer

VI. APPLIED SCIENCES JOB FAMILY

B. ENGINEERING AND DRAFTING GROUP

This group includes classifications responsible for the preparation of accurate and complete working plans and detailed drawings for engineering purposes and/or practical application of physical laws and principles of engineering in the construction and maintenance of structures, facilities and equipment systems.

1215	Architect
1024	Construction Material Analysis Coordinator
1182	Drafting Trainee
1183	Drafter/CAD Operator
1132	Electrical Engineering Associate I
1133	Electrical Engineering Associate II
1104	Engineering Associate III*
1031	Engineering Associate I
1032	Engineering Associate II
1104	Engineering Associate III*
1028	Engineer-in-Training I
1029	Engineer-in-Training II
1046	Engineer I
1047	Engineer II
1048	Engineer III
1049	Engineer IV
1006	Engineering Aide I
1007	Engineering Aide II
1135	Street Light Engineering Coordinator
1015	Surveyor-in-Training
1016	Surveyor
1040	Surveyor Manager

VI. APPLIED SCIENCES JOB FAMILY

C. HORTICULTURE AND LANDSCAPE GROUP

This group includes classifications responsible for propagating and landscaping flowers, flowering plants, shrubs and trees.

3763 Arborist

1530 City Forester

1538 Horticultural Specialist I

1539 Horticultural Specialist II

1540 Horticulturist

0083 Natural Resources Manager

1206 Parks Development Associate

1201 Parks Development Planner

1203 Parks Planning and Design Manager

1204 Parks Planning and Maintenance Coordinator

VI. APPLIED SCIENCES JOB FAMILY

D. LABORATORY AND RESEARCH GROUP

This group includes classifications responsible for conducting bacteriological and chemical tests/analyses for use in quality control, communicable disease detection, environmental sanitation, and crime detection.

1911	Criminalist I
1912	Criminalist II
1915	Crime Laboratory Manager
1971	Laboratory Assistant
1952	Medical Technologist
1959	Medical Technologist Supervisor
1961	Medical Laboratory Manager
1932	Pretreatment Program Manager
1928	Wastewater Chemist I
1929	Wastewater Chemist II
1930	Wastewater Chemist III
1935	Water Research Analyst I
1936	Water Research Analyst II
1937	Water Research Laboratory Manager

VII. HEALTH AND SOCIAL SERVICES JOB FAMILY

Classifications in this job family provide for the general health and social needs, comfort, convenience or recreation of the community.

- A. Health Auxiliary Group
- B. Health Practitioner Group
- C. Environmental Health Group
- D. Recreation Group
- E. Social Work Group
- F. General Health and Social Services Group

VII. HEALTH AND SOCIAL SERVICES JOB FAMILY

A. HEALTH AUXILIARY GROUP

This group includes classifications responsible for assisting in the care of patients, relieving health professionals of routine work, preparing treatment rooms, transporting patients, and assisting therapists.

B. HEALTH PRACTITIONER GROUP

This group includes classifications responsible for the prevention and diagnosis of human and animal ailments, maintenance and care of illness through nursing care, nutritional and therapy treatment.

C. ENVIRONMENTAL HEALTH GROUP

This group includes classifications responsible for investigating environmental and/or sanitary conditions and conducting occupational or environmental health programs for City agencies.

D. RECREATION GROUP

This group includes classifications responsible for entertaining, instructing and informing others for the purpose of recreation.

E. SOCIAL WORK GROUP

This group includes classifications responsible for rendering assistance to individuals and groups with needs resulting from poverty, illness, family maladjustment, antisocial behavior, financial mismanagement, and/or inadequate housing.

F. GENERAL HEALTH AND SOCIAL SERVICES GROUP

This group includes classifications, not grouped elsewhere, responsible for health and social service functions.

VII. HEALTH AND SOCIAL SERVICES JOB FAMILY

A. HEALTH AUXILIARY GROUP

This group includes classifications responsible for assisting in the care of patients, relieving health professionals of routine work, preparing treatment rooms, transporting patients, and assisting therapists.

- 1578 Dental Assistant
- 1584 Dental Hygienist
- 1486 Dietetic Technician
- 1615 Medical Assistant
- 1677 Physician Extender I
- 1630 Practical Nurse
- 1754 Public Health Therapy Assistant

VII. HEALTH AND SOCIAL SERVICES JOB FAMILY

B. HEALTH PRACTITIONER GROUP

This group includes classifications responsible for the prevention and diagnosis of human and animal ailments, maintenance and care of illness through nursing care, nutritional and therapy treatment.

1679	Advanced Practice Registered Nurse
0254	Community Dental Program Manager
1596	Dentist
1482	Dietitian
1484	Dietitian Supervisor
1672	Emergency Medical Services (EMS) Coordinator
1749	Exercise Physiologist
1639	Public Health Nurse
1644	Public Health Nurse Assistant Supervisor
1645	Public Health Nursing Supervisor
1756	Public Health Occupational Therapist
1752	Public Health Physical Therapist
1704	Public Health Physician
1760	Public Health Speech/Language Pathologist
3242	Public Health Veterinarian

VII. HEALTH AND SOCIAL SERVICES JOB FAMILY

C. ENVIRONMENTAL HEALTH GROUP

This group includes classifications responsible for investigating environmental and/or sanitary conditions and conducting occupational and environmental health programs for City agencies.

0768 Environmental Programs Specialist

1964 Epidemiologist

1847 Industrial Hygienist

1828 Public Health Sanitarian Aide

1831 Public Health Sanitarian-in-Training

1832 Public Health Sanitarian I

1833 Public Health Sanitarian II

1844 Public Health Sanitarian III

1845 Public Health Sanitarian IV

VII. HEALTH AND SOCIAL SERVICES JOB FAMILY

D. RECREATION GROUP

This group includes classifications responsible for entertaining, instructing and informing others for the purpose of recreation.

3187	Golf Assistant Professional
3189	Golf Professional
3191	Golf Program Manager
3183	Lifeguard
3184	Aquatics Supervisor
3684	Recreation and Parks Aide (Seasonal)
3215	Recreation Instructor
3162	Recreation Leader
3163	Recreation Supervisor
3164	Recreation Center Manager
3165	Recreation Administrative Manager
3166	Recreation Administrative Coordinator
3169	Recreation Playground Leader (Seasonal)
3193	Recreation Program Assistant
3196	Recreation Program Specialist
3151	Recreation Service Representative

VII. HEALTH AND SOCIAL SERVICES JOB FAMILY

E. SOCIAL WORK GROUP

This group includes classifications responsible for rendering assistance to individuals and groups with needs resulting from poverty, illness, family maladjustment, antisocial behavior, financial mismanagement, and/or inadequate housing.

0870	Aging Programs Care Coordinator
0875	Aging Programs Specialist I
0876	Aging Programs Specialist II
0874	Aging Programs Manager
0873	Aging Programs Administrator
1565	Alcohol and Drug Abuse Counselor
1570	Alcohol and Drug Abuse Program Manager
1561	Alcohol and Drug Abuse Prevention Coordinator
1826	Disease Intervention Specialist I
1825	Disease Intervention Specialist II
1824	Disease Intervention Specialist III
1765	Employee Assistant Counselor
1764	Employee Assistance Program Manager
2034	Real Estate Relocation Specialist
2036	Relocation Program Manager
1767	Social Worker
3111	Supportive Services Advisor

VII. HEALTH AND SOCIAL SERVICES JOB FAMILY

F. GENERAL HEALTH AND SOCIAL SERVICES GROUP

This group includes classifications, not grouped elsewhere, responsible for health and social service functions.

1766 Coordinator of Volunteer Services and Education

2039 Mobile Tool Technician

2044 Development Rehabilitation Technician

2049 Housing Rehabilitation Program Coordinator

1743 Health Education Program Planner

1623 Home Health Aide

1625 Homemaker

3112 Outreach Worker

1626 Paramedic Education Coordinator

1744 Public Health Program Manager I

1740 Public Health Program Manager II

1741 Public Health Program Manager III

1742 Public Health Program Manager IV

1747 Public Health Quality Assurance Coordinator

VIII. PROTECTIVE SERVICES JOB FAMILY

Classifications in this job family provide for the safety, security, and protection of persons, property, or social order from harmful or destructive forces, events or activities.

- A. Crime Analysis Group
- B. Fire Group
- C. Inspections Group
- D. Police and Security Group

VIII. PROTECTIVE SERVICES JOB FAMILY

A. CRIME ANALYSIS GROUP

This group includes classifications responsible for analyzing and comparing data related to criminal activity and crime prevention.

B. FIRE GROUP

This group includes classifications responsible for firefighting and prevention, arson investigations and inspecting establishments to detect unsafe conditions and to recommend improvements or repairs, which reduce fire hazards.

C. INSPECTIONS GROUP

This group includes classifications responsible for examining the condition of structures, fixtures, equipment, and the operations of establishments, in order to verify compliance with and enforcement of regulatory safety laws.

D. POLICE AND SECURITY GROUP

This group includes classifications responsible for protecting the public by maintaining law and order; detecting and preventing crime; directing and controlling motor traffic; and investigating and apprehending suspects in criminal cases.

VIII. PROTECTIVE SERVICES JOB FAMILY

A. CRIME ANALYSIS GROUP

This group includes classifications responsible for analyzing and comparing data related to criminal activity and crime prevention.

3026 Crime Analyst I

3027 Crime Analyst II

0842 Criminal Intelligence Analyst

3012 Fingerprint Technician Trainee

3013 Fingerprint Technician I

3014 Fingerprint Technician II

3010 Latent Print Examiner

3011 Latent Print Supervisor

3018 Police Artist

3016 Polygraphist

3029 Property Evidence Technician

VIII. PROTECTIVE SERVICES JOB FAMILY

B. FIRE GROUP

This group includes classifications responsible for firefighting and prevention, arson investigations and inspecting establishments to detect unsafe conditions and to recommend improvements or repairs which reduce fire hazards.

3090	Firefighter
3091	Fire Lieutenant
3088	Fire Captain
3087	Fire Battalion Chief

**(see Executive Job Family for continuation of Fire series)

VIII. PROTECTIVE SERVICES JOB FAMILY

C. INSPECTIONS GROUP

This group includes classifications responsible for examining the condition of structures, fixtures, equipment, and the operations of establishments, in order to verify compliance with and enforcement of regulatory safety laws.

1773	Building Inspection Specialist
1768	Building Inspector I
1769	Building Inspector II
1770	Building Inspection Supervisor*
1771	Building Inspection Manager
1115	Building Plan Examiner I
1116	Building Plan Examiner II
1117	Building Plans Examination Supervisor
0176	Assistant Chief Building Official
0177	Chief Building Official
0119	Chief Zoning Official
1019	Construction Inspector I (Civil)
1020	Construction Inspector II (Civil)
1787	Development Aide (Seasonal)
1782	Electrical Inspector I
1783	Electrical Inspector II
1770	Building Inspection Supervisor*
1891	License Officer
1893	License Supervisor
1895	License Manager
1775	Plumbing Inspector I
1776	Plumbing Inspector II
1770	Building Inspection Supervisor*
1789	Property Maintenance Inspection Trainee
1790	Property Maintenance Inspector
1796	Property Maintenance Inspection Supv OR 1793 Property Mnt Inspection Spec
1792	Property Maintenance Inspection Manager
1815	Refrigeration and HVAC Inspector I
1816	Refrigeration and HVAC Inspector II
1770	Building Inspection Supervisor*
1886	Weights and Measures Inspector
0287	Sealer of Weights and Measures
1866	Solid Waste Inspector
3070	Vehicle Impounding Inspector

VIII. PROTECTIVE SERVICES JOB FAMILY

D. POLICE AND SECURITY GROUP

This group includes classifications responsible for protecting the public by maintaining law and order; detecting and preventing crime; directing and controlling motor traffic; and investigating and apprehending suspects in criminal cases.

3038 Canine Master Trainer

3064 Police Officer

3066 Police Sergeant

3063 Police Lieutenant

3060 Police Commander

**(see Executive Job Family for continuation of Police series)

3538 Security Specialist

3539 Security Specialist Supervisor

1871 Water Protection Specialist I

1872 Water Protection Specialist II

1873 Water Protection Coordinator

1173 Watershed Manager

IX. CRAFTS AND TRADES JOB FAMILY

Classifications in this job family perform skilled manual operations, commonly learned through apprenticeship, using machines, tools or other special equipment.

- A. Building Trades Group
- B. Electronics Group
- C. General Trades Group

IX. CRAFTS AND TRADES JOB FAMILY

A. BUILDING TRADES GROUP

This group includes classifications responsible for the installation, maintenance and repair of structural internal fixtures and/or systems such as plumbing, electricity and carpentry.

B. ELECTRONICS GROUP

This group includes classifications responsible for the installation, testing and repair of technical electronic and/or computerized equipment.

C. GENERAL TRADES GROUP

This group includes classifications, not grouped elsewhere, which are responsible for the trades function.

IX. CRAFTS AND TRADES JOB FAMILY

A. BUILDING TRADES GROUP

This group includes classifications responsible for the installation, maintenance and repair of structural internal fixtures and/or systems such as plumbing, electricity and carpentry.

- 3486 Building Maintenance Electrician
- 3515 Maintenance Carpenter
- 3516 Maintenance Carpenter Supervisor
- 3720 Maintenance Painter
- 3911 Maintenance Plumber
- 3549 Trades Helper (Electrical)

IX. CRAFTS AND TRADES JOB FAMILY

B. ELECTRONICS GROUP

This group includes classifications responsible for the installation, testing and repair of technical electronic and/or computerized equipment.

3673 Communication Systems Coordinator

3640 Data Communications Specialist I

3641 Data Communications Specialist II

3668 Electronic System Technician

3669 Electronic System Technician Supervisor

3670 Electronic System Specialist

3671 Electronic System Coordinator

IX. CRAFTS AND TRADES JOB FAMILY

C. GENERAL TRADES GROUP

This group includes classifications, not grouped elsewhere, which are responsible for the trades function.

3507 Locksmith

3025 Firing Range Assistant

3825 Machinist

3478 Maintenance Blacksmith

1944 Photography Technician

1945 Photography Laboratory Manager

3473 Upholsterer

3830 Welder

X. LABOR AND MAINTENANCE JOB FAMILY

Classifications in this job family involve providing assistance or performing maintenance functions, which require mechanical and physical dexterity.

- A. Automotive Maintenance Group
- B. Electricity Distribution Group
- C. Plant Maintenance Group
- D. Plant Operations Group
- E. Traffic Maintenance and Sign Painter Group
- F. Utility Consumer Services Group
- G. Meter Repair/Installation Group
- H. Outdoor Maintenance Group
- I. Building Maintenance Group
- J. Refuse Collection and Disposal Group
- K. Groundskeeping Group
- L. General Labor and Maintenance Group

X. LABOR AND MAINTENANCE JOB FAMILY

A. AUTOMOTIVE MAINTENANCE GROUP

This group includes classifications responsible for the mechanical repair and/or maintenance of light and heavy motorized vehicles.

B. ELECTRICITY DISTRIBUTION GROUP

This group includes classifications responsible for the distribution of municipally owned and generated electricity and the maintenance and service of related equipment.

C. PLANT MAINTENANCE GROUP

This group includes classifications responsible for installing, maintaining and repairing a variety of mechanical equipment in the municipal utility plants.

D. PLANT OPERATIONS GROUP

This group includes classifications responsible for monitoring and operating utility processing and conversion equipment in municipal power, wastewater and water plants.

E. TRAFFIC MAINTENANCE AND SIGN PAINTER GROUP

This group includes classifications responsible for the installation, maintenance and repair of traffic signal poles and cables and the painting and/or fabrication of traffic signs.

F. UTILITY CONSUMER SERVICES GROUP

This group includes classifications responsible for conducting field investigations to resolve problems or complaints concerning utility services and are also responsible for providing initial start-up services.

G. METER REPAIR/INSTALLATION GROUP

This group includes classifications responsible for the installation, maintenance and repair of utility and parking meters.

H. OUTDOOR MAINTENANCE GROUP

This group includes classifications responsible for the construction and/or maintenance of utility lines, manholes, streets, alleys, sidewalks and driveways and may involve the operation of motorized vehicles and equipment.

I. BUILDING MAINTENANCE GROUP

This group includes classifications responsible for the maintenance, repair and general upkeep of City buildings and structures.

J. REFUSE COLLECTION AND DISPOSAL GROUP

This group includes classifications responsible for the efficient collection of refuse from homes and businesses and its disposal at designated landfills or incinerators.

X. LABOR AND MAINTENANCE JOB FAMILY (continued)

K. GROUNDSKEEPING GROUP

This group includes classifications responsible for maintaining the beauty and safety of municipal parks, golf courses, landscaped grounds and other municipal property.

L. GENERAL LABOR AND MAINTENANCE GROUP

This group includes classifications, not grouped elsewhere, responsible for performing a variety of routine duties which are usually manual in nature and involve providing unskilled assistance.

X. LABOR AND MAINTENANCE JOB FAMILY

A. AUTOMOTIVE MAINTENANCE GROUP

This group includes classifications responsible for the mechanical repair and/or maintenance of light and heavy motorized vehicles.

3468	Automotive Body Mechanic
3469	Automotive Body Repair Supervisor
3464	Automotive Mechanic Helper
3458	Automotive Mechanic (Light)
3459	Automotive Mechanic (Heavy)
3456	Automotive Mechanic Supervisor I
3457	Automotive Mechanic Supervisor II
3465	Automotive Service Supervisor
3452	Automotive Tire Repairer
0845	Fleet Assistant Manager
0273	Fleet Manager
3454	Fleet Coordinator

X. LABOR AND MAINTENANCE JOB FAMILY

B. ELECTRICITY DISTRIBUTION GROUP

This group includes classifications responsible for the distribution of municipally owned and generated electricity and the maintenance and service of related equipment.

3565	Power Line/Cable Worker Trainee*
3555	Cable Worker I
3556	Cable Worker II
3557	Cable Worker Supervisor I
3558	Cable Worker Supervisor II
3587	Electric Switchboard Operator Trainee
3588	Electric Switchboard Operator
3589	Electricity Load Dispatcher
3581	Electricity Distribution Assistant Manager
3582	Electricity Distribution Manager
3616	Lamp Servicer
3576	Power Line Troubleshooter
3565	Power Line/Cable Worker Trainee*
3566	Power Line Worker I
3567	Power Line Worker II
3568	Power Line Worker Supervisor I
3569	Power Line Worker Supervisor II
3595	Substation Maintenance Technician
3596	Substation Maintenance Supervisor

X. LABOR AND MAINTENANCE JOB FAMILY

C. PLANT MAINTENANCE GROUP

This group includes classifications responsible for installing, maintaining and repairing a variety of mechanical equipment in the municipal utility plants.

3799	Plant Maintenance Electrician I
3800	Plant Maintenance Electrician II
3812	Plant Maintenance Helper
3813	Plant Maintenance Mechanic
3814	Plant Maintenance Supervisor I
3815	Plant Maintenance Supervisor II
3817	Plant Maintenance Assistant Manager
3816	Plant Maintenance Manager

X. LABOR AND MAINTENANCE JOB FAMILY

D. PLANT OPERATIONS GROUP

This group includes classifications responsible for monitoring and operating utility processing and conversion equipment in municipal power, wastewater and water plants.

3855	Boiler Operator
3897	Composting Facility Supervisor
1162	Plant Operation and Maintenance Training Coordinator
3873	Wastewater Plant Operator
3875	Wastewater Plant Supervisor I
3876	Wastewater Plant Supervisor II
1158	Wastewater Plant Assistant Manager
1159	Wastewater Plant Manager
1160	Wastewater Plants Coordinator
3864	Water Distribution Operator I
3865	Water Distribution Operator II
4046	Water Distribution Assistant Manager
4047	Water Distribution Manager
3886	Water Plant Attendant
3881	Water Plant Operator I
3882	Water Plant Operator II
1169	Water Plant Operations Manager
1170	Water Plant Manager
1165	Water Supply and Treatment Coordinator

X. LABOR AND MAINTENANCE JOB FAMILY

E. TRAFFIC MAINTENANCE AND SIGN PAINTER GROUP

This group includes classifications responsible for the installation, maintenance and repair of traffic signal poles and cables and the painting and/or fabrication of traffic signs.

4024	Traffic Line Worker
4026	Traffic Line Supervisor I
4029	Traffic Line Supervisor II
4015	Traffic Maintenance Worker
4016	Traffic Paint and Sign Worker
4018	Traffic Maintenance Supervisor I
4019	Traffic Maintenance Supervisor II
4028	Traffic Maintenance Assistant Manager
4032	Traffic Maintenance Manager
4013	Sign Painter – Fabricator
4010	Traffic Sign Shop Supervisor

X. LABOR AND MAINTENANCE JOB FAMILY

F. UTILITY CONSUMER SERVICES GROUP

This group includes classifications responsible for conducting field investigations to resolve problems or complaints concerning utility services and are also responsible for providing initial start-up services.

3305	Electricity Consumer Servicer
3306	Electricity Consumer Service Supervisor
3316	Sewerage Charge Investigator
3313	Sewer Service Worker (Emergency)
3314	Sewer Service Supervisor (Emergency)
1860	Wastewater Surveillance Technician I
1861	Wastewater Surveillance Technician II
1862	Wastewater Surveillance Analyst
4072	Water Metering Supervisor
3260	Water Service Technician I
3276	Water Service Technician II
3278	Water Service Supervisor
3280	Water Service Manager

X. LABOR AND MAINTENANCE JOB FAMILY

G. METER REPAIR/INSTALLATION GROUP

This group includes classifications responsible for the installation, maintenance and repair of utility and parking meters.

- 3626 Electric Meter Technician
- 3618 Electric Metering Supervisor I
- 3619 Electric Metering Supervisor II

- 3784 Parking Meter Repairer
- 3785 Parking Meter Repairer Supervisor

X. LABOR AND MAINTENANCE JOB FAMILY

H OUTDOOR MAINTENANCE GROUP

This group includes classifications responsible for the construction and/or maintenance of utility lines, manholes, streets, alleys, sidewalks and driveways and may involve the operation of motorized vehicles and equipment.

3426	Crane Operator
3981	Engineering and Construction Operations Manager
3420	Equipment Operator I
3421	Equipment Operator II
3430	Excavator
4055	Pipe Line Locator
3967	Sewer Maintenance Worker*
3952	Sewer Cleaning Equipment Operator
3967	Sewer Maintenance Worker*
3968	Sewer Maintenance Supervisor I
3969	Sewer Maintenance Supervisor II
3970	Sewer Maintenance Assistant Manager
3971	Sewer Maintenance Manager
3973	Sewer Telemonitoring Operator
3974	Sewer Telemonitoring Supervisor
3997	Street Maintenance Supervisor
3989	Street Cleaning and Maintenance Supervisor
3991	Street Maintenance Assistant Manager
3990	Street Maintenance Manager
1002	Street Maintenance Investigator
4039	Water Maintenance Worker
4040	Water Maintenance Supervisor I
4041	Water Maintenance Supervisor II
4052	Water Maintenance Manager

X. LABOR AND MAINTENANCE JOB FAMILY

I. BUILDING MAINTENANCE GROUP

This group includes classifications responsible for the maintenance, repair and general upkeep of City buildings and structures.

- 3494 Building Maintenance Worker
- 3495 Building Maintenance Supervisor I
- 3496 Building Maintenance Supervisor II
- 3497 Building Maintenance Manager

- 3525 Custodial Worker
- 3529 Custodial Supervisor

- 3532 Custodial Training Instructor

- 0296 Facilities Operations Manager

- 3902 Heating, Ventilation and Air Conditioning Technician

X. LABOR AND MAINTENANCE JOB FAMILY

J. REFUSE COLLECTION AND DISPOSAL GROUP

This group includes classifications responsible for the efficient collection of refuse from homes and businesses and its disposal at designated landfills or incinerators.

- 3924 Refuse Collector
- 3923 Refuse Collector and Vehicle Operator (Manual)
- 3922 Refuse Collection Vehicle Operator (Automated)
- 3925 Refuse Collector and Packer Operator
- 3928 Refuse Collection Supervisor
- 3931 Refuse Collection District Assistant Manager
- 3933 Refuse Collection District Manager
- 3935 Refuse Collection Operations Manager

- 3929 Refuse Container Assembler and Repairer

X. LABOR AND MAINTENANCE JOB FAMILY

K. GROUNDSKEEPING GROUP

This group includes classifications responsible for maintaining the beauty and safety of municipal parks, golf courses, landscaped grounds and other municipal property.

3696	Gardener
3697	Gardener Supervisor
3712	Greenskeeper
3713	Golf Course Superintendent
3714	Golf Courses Maintenance Manager
3770	Parks Maintenance Worker
3772	Parks Maintenance Supervisor
3773	Parks Maintenance Assistant Manager
3778	Parks Maintenance Manager
3760	Tree Trimmer
3761	Tree Trimmer Supervisor

X. LABOR AND MAINTENANCE JOB FAMILY

L. GENERAL LABOR AND MAINTENANCE GROUP

This group includes classifications, not grouped elsewhere, responsible for performing a variety of routine duties which are usually manual in nature and involve providing unskilled assistance.

3744 Fleet Attendant

3682 Laborer

1300 Parking Meter Collector

1301 Parking Meter Collection Supervisor

3022 Parking Regulations Attendant

3023 Parking Regulation Attendant Supervisor

3680 Summer Worker